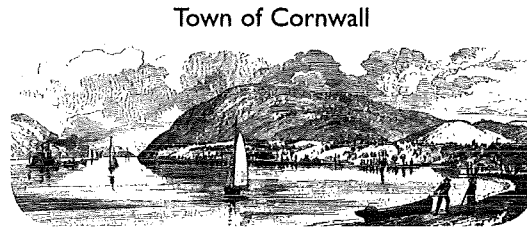


Town Hall
183 Main Street
Cornwall, NY 12518
(845) 534-3760
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Orange County, New York

Office of the Supervisor
Kevin Quigley
Town Supervisor

AGENDA
Cornwall Town Board
Special Meeting – Tuesday, May 07, 2013
7:00 pm

Pledge of Allegiance

Public Comment Agenda Items

1. Resolution – Authorize Supervisor to Sign Orange County Historic Grant
2. Resolution – Authorize Supervisor to Sign County of Orange Arts Grant

Public Comment
Adjournment

WHEREAS, the Town has determined to submit an application under the 2013 Orange County Historic Grants Program in order to fund repairs at the Sands Ring Homestead, and

WHEREAS, the Town Historian has been designated to receive the grant in the amount of \$1,000.00,

NOW, THEREFORE, BE IT RESOLVED as follows:

1. That the Town Board does hereby authorize the submittal of an application to the Orange County Historic Grants Program, and

2. That the Town Historian is hereby authorized to accept a \$1,000.00 grant from the Orange County Historian for the purpose of funding repairs to the Sands Ring Homestead, and

3. That the Town Historian is hereby authorized to execute the necessary documents as may be appropriate and necessary to accept such funds.

_____ presented the foregoing resolution which was seconded by _____,

The vote on the foregoing resolution was as follows:

Alexander Mazzocca, Councilman, voting _____

Randolph S. Clark, Councilman, voting _____

Elizabeth Longinott, Councilwoman, voting _____

Mary Beth Greene-Krafft, Councilwoman, voting _____

D. Kevin Quigley, Supervisor, voting _____

WHEREAS, the Town has determined to submit an application under the 2013-14 County of Orange Arts Grants program for a \$5,000.00 grant for arts/culture based projects that are accessible to the general public, and

WHEREAS, the deadline for submittal of the application is May 17, 2013 at 3:00 p.m.,

NOW, THEREFORE, BE IT RESOLVED as follows:

1. That the Town Board does hereby authorize the submittal of an application to the 2013-14 County of Orange Arts Grants program, and

2. That the Supervisor is hereby authorized to sign the Application on behalf of the Town.

_____ presented the foregoing resolution which was seconded by _____,

The vote on the foregoing resolution was as follows:

Alexander Mazzocca, Councilman, voting _____

Randolph S. Clark, Councilman, voting _____

Elizabeth Longinott, Councilwoman, voting _____

Mary Beth Greene-Krafft, Councilwoman, voting _____

D. Kevin Quigley, Supervisor, voting _____

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2013-14 County of Orange Arts Grants Information and Guidelines

Program Description

This program is made possible by County Executive Edward A. Diana and the Orange County Legislature. Its purpose is to bolster Orange County's growing arts community while providing an artistically and culturally enriched environment to both residents and tourists. The program achieves this by providing funds to support projects available to the public which are executed by individual artists, arts and cultural organizations, and arts venues in Orange County.

The program is coordinated and administered by Orange County Tourism, a division of the Orange County Department of Planning. A panel comprised of Orange County individuals from the arts and business community reviews the applications and makes recommendations to the County Executive for final grant approval.

Deadline

Applications must be **received** in the office of Orange County Tourism, 124 Main Street, Goshen, NY 10924 no later than **3:00 P.M. on May 17, 2013. Late applications will not be accepted.** Early submission of applications by mail or in person at our office at 124 Main Street, Goshen, NY 10924, 9am-5pm, Monday-Friday is accepted and encouraged.

Immediately after the deadline, all applications will be checked for completed content and inclusion of mandatory supplemental materials before they are given to the panel. This is NOT the actual panel review of the applications to determine grantees, which will be at a later date.

Applicants whose packets have errors in the application, inconsistencies in or missing mandatory documentation or materials, will be notified by a phone call to the contact listed in the application between 9am and 5pm on a weekday no later than May 24, 2013 and will be given seven [7] business days from the date of the notification of errors, omissions, or inconsistencies to fix or provide the needed paperwork. The only documentation that will be accepted after the seven [7] business days is if the applicant has a board of directors and needs to wait for a board meeting to have a resolution passed to apply to this program for funding. Applicants who fail to provide required grant application paperwork will not be considered for funding.

Eligibility

- *****Before submitting an application for a County of Orange Arts Grant, please contact the NYS Workers' Compensation Board's Office of Compliance (www.wcb.ny.gov, 518-486-6307) to inquire if you will be required to have Workers' Compensation and/or Disability Insurance to complete the project named in your grant application. *In the event you are awarded a grant, you will go into contract with the County of Orange and be required to provide proof of and/or a waiver of these insurances to the Orange County Department of Risk Management.***
- Applicants are encouraged to research all possible insurance (liability, worker's compensation, disability, etc.) requirements should their project be funded through this program, as grantees are fully responsible for these fees. Insurance fees are not eligible to be paid with grant funds disbursed through this program.
- Individual artists, organizations, and venues are eligible to apply for funding to support visual, literary and performing arts projects that are to be executed in Orange County.
- Individual artist applicants must be residents of Orange County and list their physical address on the application.

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- Organization and venue applicants must be in Orange County and have a copy of supporting documentation bearing a physical Orange County address (Certificate of Incorporation, Business Certificate, etc.).
- **Application must address a specific project, performance, display, workshop, class, lecture, etc. that will be accessible to the general public on or after August 1, 2013 and completed by August 1, 2014.**
- Projects must be executed in Orange County.
- Organizations and venues with projects that utilize Orange County artists will be given preference for funding over those that do not.
- Individual artist applicants must be 18 years of age or older.
- Applicants must have at least one source of committed additional income (actual, not projected funds or in-kind contributions) for the project other than what is being requested for in the application.
- Applicants are limited to one grant request for one project per grant cycle. Applicants may not request funding for more than one project, nor can one project have multiple funding requests per grant cycle.
- Applicants and individual artists need to be aware that their involvement in more than one project applying for the grants could jeopardize consideration of all these applications.
- Ineligible funding requests include:
 - o Projects that award prizes or scholarships
 - o Fundraisers or benefits
 - o Funding for food, beverage or other entertainment costs
 - o Funds for general operating expenses
 - o Funds to cover insurance expenses associated with the project
 - o Projects that focus on culinary or martial arts
 - o Projects that have a sectarian or proselytizing purpose
 - o Projects undertaken for educational credit
 - o In-school programs or PTA sponsored events
 - o Re-grants by applicants to fund other activities
 - o Purchase or rental of capital equipment
 - o Capital improvements to buildings or structures
- Ineligible individuals and entities include:
 - o The County reserves the right to deem ineligible any applicant, program, or business entity that has received direct funding from the County of Orange during the previous calendar year.
 - o Departments of Orange County Government are ineligible to apply.
 - o Grantees or projects that received an arts grant from the County of Orange for the 2012-2013 cycle (2012-2013 grantees and projects will be eligible to apply again for the 2014-2015 cycle of grants)
 - o Public and private grade schools, as well as PTAs
 - o Previous grantees who failed to submit final reports
 - o Those that discriminate on the basis of age, race, sex, religion, sexual orientation or disability
 - o ***The program cannot accommodate those needing to apply through fiscal sponsorships or conduits. Requested funding must go directly to the applicant. Any applicants who do not have not-for-profit/tax exempt status are responsible for any and all tax implications, if awarded funding.

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Grant funding may be used on the following expenditures ONLY (all other expenditures must be paid for by other sources of income to the project that are in addition to the grant request):

- Artist/Artistic fees
- Venue rental (excluding insurance costs)
- Advertising/Promotion/Postage
- Artistic supplies pertaining to the project (excluding the purchase or rental of capital equipment such as video cameras, computers, etc.)

Application Requirements

The following items must be submitted in one [1] complete, typed, signed original application packet with six [6] identical copies of the original packet. One [1] Application Checklist (which is two [2] pages long) as cover sheets must be stapled to the front of the original application packet. All six [6] identical copies should be reviewed to ensure that all materials are included in each.

- The 2013-14 County of Orange Arts Grants Application, which includes the pages titled Contact Information, Project Information, Project Description, Project Budget, Certification in their original format plus, mandatory supplement pages.

The mandatory supplement pages are:

- o resumes of all artist participants (for groups that include over five [5] artists i.e. ensembles, chorales, etc., only the resume of the director or head of the group is needed)
 - o if applicant is the organizer of an event, their resume must be included in addition to the artists' resumes
 - o mission statement, description and history of the organization or venue
 - o visual and literary artists must submit one 8.5"x11" page that displays an example/examples of their work - no CD's, videotapes or cassette tapes will be accepted
 - o if a municipality or business entity (corp., LLC, LLP) is the applicant, an authorizing resolution to apply for the funds must be attached
 - o business entities (not for profits, limited partnerships, etc.) must be properly registered to do business in New York and provide a copy of their certificate of incorporation/partnership, etc.
 - o applicants doing business under an assumed name (DBA) will need to provide a copy of their certificate of assumed name filed with the County Clerks office or New York Department of State, as applicable.
- **ALL applicants MUST** complete and provide the following forms included in the Orange County Supplier Information Packet at the time of application. Only one copy is needed and these forms may be handwritten. The following two forms included in the packet can be found at the designated link supplied on www.orangetourism.org/arts-resources
 - Orange County Supplier Application
 - Orange County Substitute W-9 Form (Taxpayer ID Number & Certification)
- You must use the original budget form in the application.
- Budget form must name additional source(s) of revenue for the project.
- You must enter a dollar amount under "Income" for the Arts Grant request.

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- **Grant request must not exceed \$5000 and must be in \$100 increments.** The amount requested should be gauged according to the scope and breadth of the project, as well as the potential to reach a wide audience. The maximum award amount is rarely given, so please budget your project realistically and appropriately.
- All application materials become the property of the County of Orange and will not be returned.
- The application and supplemental pages must be stapled into seven [7] complete packets with the application checklist stapled as a cover sheet to the signed original application and submitted in one envelope. Do not use paper clips or place applications in separate folders.

Grantee Requirements

- Grantees will be expected to sign an Orange County grant agreement, provide required proofs of Workers' Compensation and Disability Insurance (or appropriate waivers of such insurance), and all other required documents immediately after notice of award. Grants will not be awarded without this paperwork.
- Corporate entities and municipalities will be required to provide appropriate authorizing resolutions to accept the funds in addition to the aforementioned items.
- For Public Art projects (i.e. mural, sculpture or other permanent/semi-permanent art placed on public or private property) the following must be provided in addition to the aforementioned items in the event award:
 - o an easement between the artist and the owner of the property on which the project will reside must be executed and a copy must be provided to Orange County Tourism prior to execution of a grant agreement in the event of award. The County reserves the right to rescind the award and, at its discretion, fund another project(s) in this grant cycle if one cannot be obtained and submitted.
 - o any required permits from the applicable municipalities in which the project will be located must be obtained and copies provided to Orange County Tourism prior to execution of the grant agreement. If required permits cannot be obtained, the County reserves the right to rescind the award and fund other projects.
- ***Grantees that do not have not-for-profit/tax-exempt status are responsible for any and all tax implications that come with the award.
- Funds will be disbursed by the County within 90-120 days of receipt of all required documentation properly completed and approved by the County. This means it is possible that funds may be disbursed after the project has commenced or has been completed.
- All planned changes to the project that differ from the original grant proposal (nature of project, venue, dates, etc.) **MUST** be submitted in writing on a Grant Change Form to Orange County Tourism for approval. Failure to do so will result in rescinding of the grant.
- Grantees **MUST** acknowledge the grant in programs, press releases, and advertisements and any other promotional materials with the following language: ***This project is made possible, in part, with funds from Orange County Tourism and the County of Orange.*** Copies of all materials with the acknowledgement must be submitted with the Final Report.
- Grantees must provide written notice at least one month prior to the funded event enabling Orange County Tourism to audit it if it so chooses. If admittance to the event is by ticket, one [1] ticket must be sent to Orange County Tourism at least one month prior to the event.
- Grantees must submit to Orange County Tourism a Final Report and required supporting documents within one month of completion of the awarded project or before September 1, 2014, whichever comes first. Failure to comply will result in ineligibility to apply to the program in the future.
- Grantees must deposit or cash the award check before December 31, 2013.

Grant Application Overview Sessions

Wednesday, April 24, 2013

Session One: 10-11am Session Two: 4-5pm

Orange County Tourism Conference Room, 1st Floor, 124 Main Street, Goshen, NY 10924

Both sessions are identical. It is not mandatory to attend, but suggested for those applying to the program for the first time. The Information & Guidelines document, as well as the Application and Judging Criteria will be reviewed, followed by a brief question and answer session.

Space is limited. Registration is required. Call 845-615-3860 or email rlindland@orangecountygov.com. When registering please provide your name, business/organization, title, artistic discipline, email address and phone number.

2013-14 Grant Review Timeline

This timeline is estimated and subject to change.

Application Deadline	May 17, 2013, 3pm
Panel begins review of applications	JUNE 2013
Panel convenes to make funding recommendations	JUNE 2013
Funding recommendations sent to County Executive	JUNE 2013
Written notification of award/denial to all applicants	JULY 2013
Grantee deadline for completed mandatory paperwork to disburse funds	JULY 2013
Disbursement of grant funds	AUGUST 2013

GOSHEN - Applications are now available for the 2013-14 cycle of County of Orange Arts Grants. Grants up to \$5000 will be awarded to individual artists, organizations and venues in Orange County to support artistic and cultural projects, performances, workshops, classes and displays accessible to the general public. The deadline for acceptance of applications is 3pm, Friday, May 17, 2013 at Orange County Tourism, 124 Main Street, Goshen, New York, 10924. Visit www.orangetourism.org/arts-resources for detailed grant information, guidelines and application.

County Executive Edward A. Diana and the Orange County Legislature fund this annual program, celebrating its eleventh anniversary this year, because of their support of the positive and powerful impact the arts have on the community and economy.

“This grant program is a commitment to acknowledging the value of the arts, fostering our growing arts community, and providing more opportunities to residents and visitors of Orange County to take advantage of our wide array of wonderful arts and cultural experiences,” stated County Executive Edward A. Diana.

An overview of the application process and documents is offered through Orange County Tourism, a division of the Orange County Department of Planning, in their offices located at 124 Main Street, Goshen. Two identical sessions will be held on Wednesday, April 24, 2013 from 10-11am and 4-5pm. Attendance is recommended for first-time applicants, but not mandatory to apply. Reservations are required as space is limited. Call 845-615-3860, or email rlindland@orangecountygov.com.

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